

Administrative Policy

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Section:	Human Resource	07
Sub-Section:	General	2510
Title:	Code of Conduct	2016-01


Related Policies

Number	Title
07-2680-01	Disciplinary
07-2640-01	Health and Safety
04-1430-01	Internet Access and Use
03-1200-01	Purchasing
07-2790-01	Recruitment and Selection
07-2510-01	Respectful Workplace
07-2510-02	Serious Complaints
07-2640-02	Substance Abuse
19-1365-01	Social Media

Approvals

Policy Approval

Approved by:


T. SAVDIE
City Manager

Date: November 23, 2016

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Purpose

Employees of the City of Port Moody are committed to maintaining standards of ethical behaviour in everything they do. Employees are to maintain the highest level of professionalism and perform their duties in a manner that maintains and enhances public confidence and trust in the integrity, objectivity, and impartiality of decision making at the City of Port Moody.

As public servants, employees are guardians of public funds and responsible for the services provided to citizens. This *Code of Conduct* is intended to promote ethical decision-making and behaviours among staff. It clarifies what is expected of all employees and demonstrates how ethics can guide appropriate workplace behaviours.

Policy

Application and Scope

This policy applies to all City of Port Moody staff and contractors. Any breach of this policy could lead to discipline up to and including discharge.

Conflict of Interest

Ensuring that there are no conflicts of interest is one of the fundamental principles of ethical behaviour. A conflict of interest involves any situation in which employees, either on their own or on another's behalf, promote a private interest. Examples of conflict of interest would include, but are not limited to the following:

- a) an interference with the performance of their duties with the City;
- b) engaging in outside employment or interests that conflict with their duties with the City;
- c) any financial interest in any City contract or transaction;
- d) preferential treatment to any friends or relatives;
- e) any gain or advantage as a result of their responsibilities with the City; or
- f) conducting or representing business on City property.

If an employee is faced with a situation where he or she could directly benefit from a decision he or she makes, he or she is required to disclose that interest to his or her Manager or the Manager of Human Resources and remove him or herself from the decision-making process immediately. This applies not only to financial interests, but includes any personal benefit, or any benefit to family and friends.

Acceptance or Offering of Gifts or Donations

Employees must not accept or offer donations of money, gifts, prizes, hospitality, or any other reward or benefit that could be construed as being given in anticipation of future special considerations or in recognition of past consideration by the City. Nominal gifts received such as chocolates or small gift baskets may be shared by the individual with his or her division or department, or donated to a local charity.

Use of City Property, Assets, and Premises

Employees must not make unauthorized use of any City property, assets, or other resources for personal reasons. In addition, employees must ensure that any property (including cash, cheques, documents, inventories, and equipment) in their care is properly secured and protected at all times. This responsibility extends to the use and security of any corporate credit or access code cards.

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Confidentiality of Information

Only with proper authority will employees give or release to anyone confidential information acquired in the course of that person's duties with the City. The following information must not be used or disclosed, except in accordance with the *Freedom of Information and Protection of Privacy Act* ("FIPPA"):

- Information that is personal;
- Information that constitutes the proprietary information of a third party, individual, or group;
- Information that might reasonably be regarded as having been disclosed to the employee in confidence;
- Information is of a sensitive nature; and
- Information that imparts to the person in possession of such information an advantage not available to the public generally.

Employees should:

- Only access information needed for City business and as it relates to their work;
- Only use confidential information for the purpose for which it is intended to be used;
- Refrain from discussing or disclosing any confidential information with or to other staff, or with persons outside the organization except as authorized; and
- Not disclose any detail on Council's closed deliberations or specific detail on whether individual Councillors voted for or against an issue.

Reporting, Recording and Retaining Information

It is every employee's responsibility to ensure that all information collected, produced, or obtained in the course of his or her duties, whether written, oral, or in electronic format, is as accurate as possible. No employee shall wilfully mislead other employees, Councillors, or the public about any issue of City concern.

If you believe that someone may have misunderstood you, promptly correct the misunderstanding. Reporting inaccurate or incomplete information, or reporting information in a way that is intended to mislead or misinform those who receive it, is strictly prohibited and could lead to serious consequences including disciplinary action.

Examples of dishonest reporting include, but are not limited to the following:

- Submitting an expense account for reimbursement of business expenses not actually incurred, or misrepresenting the nature of expenses claimed;
- Failing to properly record time worked or taken off;
- For those eligible for overtime, failing to record all hours worked, including all overtime hours, which must be approved by management according to City guidelines;
- Providing inaccurate or incomplete information to City management or staff during an internal investigation, audit, or other review, or to organizations and people outside the company, such as external auditors;
- Making false or misleading statements in any reports or other documents submitted to or maintained for government agencies;

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- Failing to provide and/or destroying relevant records when requested to provide such records in order for the City to respond to a request for records made under the *Freedom of Information and Protection of Privacy Act*; and
- Providing or communicating inaccurate information or personal opinion to the media.

All employees shall work in accordance with both the City controls established to prevent fraudulent misconduct and all applicable laws, regulations, and government guidelines. Any employee who has knowledge of or suspicion of fraud must report it to his or her Manager or the Manager of Human Resources.

Management is accountable for monitoring employee activity and performance and ensuring that all employees are aware of, and in compliance with, controls, policies, and procedures. All confirmed incidents of fraud or theft committed against the City will be taken seriously and may be viewed as acts of criminal activity and treated accordingly.

In order for the City to conduct investigations and reviews, it needs the help and cooperation of its employees. Employees are required to fully cooperate with all authorized investigations and reviews, and to promptly, completely, and truthfully comply with all internal requests for information.

Leaving the City of Port Moody

If you leave the City of Port Moody for any reason, including retirement or extended leaves of longer than three months, you must return all City assets and property, such as keys, passes, vehicles, electronic devices, and documents and media which contain proprietary information, and you may not disclose or use that information. Ownership of intellectual property owned by the City continues after you leave the City. The City will take every step necessary, including legal measures, to protect its assets. With permission, employees may retain samples of their work if such work was in the public domain.

Procedures and Guidelines

Roles and Responsibilities

All staff are representatives of the City of Port Moody and, as such, all staff must follow the highest standards of ethical behaviour in the performance of their work.

Management must ensure that employees are aware of, and act in compliance with, this *Code of Conduct* and other related policies. Management must make every effort to establish and maintain adequate systems, procedures, and controls to prevent and detect fraud, theft, breach of trust, conflict of interest, bias, and other forms of wrongdoing.

Employees must become acquainted and comply with this *Code of Conduct* and related policies. In addition, every employee has a responsibility to:

- Report any misuse or possession of City-owned property and assets;
- Cooperate fully with investigations into any alleged contraventions and not retaliate against anyone who has come forward with a complaint or is a witness to a complaint;
- Disclose contraventions of the *Code* or other instances of serious misconduct immediately to their Manager or the Manager of Human Resources;

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- Obtain written permission from the City where there may be a conflict; such permission shall not be unreasonably withheld; and
- Understand that contraventions of the *Code* shall be subject, where appropriate, to disciplinary action, up to and including termination.

Any alleged contravention shall be documented and reviewed, in a confidential manner, by the Manager of Human Resources. The Manager, in conjunction with the General Manager of Corporate Services, will determine the appropriate party to investigate the report based on the circumstances. Investigations may be conducted by the Manager of Human Resources or designate, an investigative team, an independent third party, or re-directed to a more appropriate existing process.

Non-Retaliation Policy

The City of Port Moody will promptly review any report of unlawful or unethical conduct, and will not tolerate threats or acts of retaliation against any employee who is acting in good faith.

Related Policies, Documents and Distribution

All other City of Port Moody policies, applicable legislation, and collective agreements apply. A copy of this policy shall be provided during new employee orientation sessions, included in the City's bi-annual policy sign-off, and posted on the City's website. The City will also make known to all employees the process for reporting contraventions of the *Code of Conduct*.